

Updated MBDA Questions and Answers to recently posted Federal Funding Opportunities –
11/24/2015

Questions and Answers

Q: best place to find the FFO?

A: grants.gov

Q: is it possible to get prior performance of incumbents?

A: answer is no. MBDA has stipulated all elements for the evaluation of each proposal received. Incumbents and new applicants have an equal opportunity to compete for funding. MBDA aims to provide a fair and open competition to new applicants and incumbents alike.

Q: The current RFP identifies Pasadena, CA (Competition ID 2553674) as one of the metropolitan areas for the current competition. Can you please clarify what the agency defines as “an area adjacent to the noted metropolitan area” with regard to where the applicant proposes housing the center? Specifically, how close in proximity to Pasadena, CA must a proposed center be located in order to qualify for the competition?

A: If a potential applicant applies for a center that is located outside of the listed metropolitan area, the applicant can apply but must have an office located in the listed metropolitan.

Q: What is included in the 50 page applicant narrative requirement?

A: **IMPORTANT:** The 50 page applicant narrative is all inclusive and to be clear, the 50 pages should include the following:

- 1) Applicant organization chart;
- 2) Proposed Center organization chart (include lines of reporting for and to the Center director to the head of the applicant organization);
- 3) Scanned Letter of Commitment from the proposed Center director (if applicable);
- 4) Center director resume and three (minimum) professional references must be provided (if proposed);
- 5) Resumes of other key Center staff (if applicable);
- 6) Position descriptions, qualification requirements, and salary ranges for all Center staff;

- 7) Proof of legal entity, for example, State-issued Certificate of Good Standing, copy of registered Articles of Incorporation, by-laws, IRS 501 (c)(3) tax-exempt letter, authorizing legislation, or other evidence of applicant entity legal status;
- 8) Scanned Letter(s) of Commitment from strategic partners and other resources listed, indicating their willingness to work with the applicant (ten maximum); and
- 9) Quarterly breakdown of performance goals, one chart for each year (*see*
- 10) Listing of Center operating hours and all anticipated holiday closures (one for each year)
- 11) Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law

SPECIAL MENTION: The budget and budget narrative should not be included in the 50 page applicant narrative. These are separate and apart from the 50 page applicant narrative requirement.

Q: what is the minimum number of positions and what are they?

A: it is left to the applicant to determine the total number of staff. However there are requirements and sample recommendations for who should be hired, see page 14 and 16 of FFO.

Q: If one of the 5 cities eligible for this FFO is also included in one of the "29" MSAs that are eligible in the "other" FFO due December 3rd, shall we assume that at least 2 organizations/centers will be awarded in that city/MSA and/or that one organization/center could receive both awards? Take Manhattan for example. New York City/NJ MSA is eligible for an MBDA center, as one of the 29 MSAs.

A: MBDA has initiated two separate FFO competitions. In some cases the same city/area is listed in each of the two separate FFOs. In those cases, MBDA has determined that it is necessary for it to have more than one center in that designated location.